

Guide to Human Resources Services for NRCS, Oregon

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Contact	Title	Telephone	VoiceCom	FAX
Lesley Kelly	State Admin Officer	503-414-3211	9019-3211	503-414-3102
Eileen Winkle	Human Resources Manager	503-414-3223	9019-3223	503-414-3102
	Human Resources Specialist	503-414-3222	9019-3222	503-414-3102
Irene Fleischman	Human Resources Specialist	503-414-3225	9019-3225	503-414-3102
Judy Kreger	Human Resources Assistant	503-414-3221	9019-3221	503-414-3102

Employees should use the Employee Personal Page (EPP) at the National Finance Center (NFC), or EmpowHR Self-Service, to make benefit changes when possible. For assistance and questions, contact Irene or Judy as indicated below.

**** If both Irene and Judy are listed, call Irene if your last name begins with letters A through G, and Judy if your last name begins H through Z.**

Judy Self Service Eileen	A	Lesley/Eileen Judy	O
	Accidents/Injuries		Outside Employment
Irene Eileen	Address (Home) Changes	Self Service Self Service Judy Eileen/Irene Standards/Evaluations Irene Judy Eileen/Irene	Open Seasons
	Awards		
Lesley/Eileen	C	Eileen/Irene	P
	Classification		Payroll Allotments
Eileen Irene/Judy Lesley Irene/Judy Irene/Judy	Career Interns	Judy Eileen/Irene Standards/Evaluations Irene Judy Eileen/Irene	Payroll Direct Deposits
			Peace Corps Deposits
Eileen Irene/Judy Lesley Irene/Judy Irene/Judy	D	Eileen/Irene	Performance
	Disciplinary/Adverse Action		Personnel Action Processing (A-G)
Eileen Irene/Judy Lesley Irene/Judy Irene/Judy	E	Eileen/Irene	Personnel Action Processing (H-Z)
	Employee Assistance Program		Position Descriptions
Eileen Eileen Lesley Irene/Judy	Employment Verification	Lesley/Eileen Eileen/Judy Irene/Judy deposits	Qualifications
	Ethics		
Eileen Judy	Employee Personal Page	Eileen/Irene	R
	EmpowHR		Responsibilities & Conduct
Eileen Judy	F	Eileen/Irene	Retirement
	Fair Labor Standards Act		Retirement Deposits & Re-deposits
Irene/Judy Irene/Judy	Family & Medical Leave Act	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	S
	Financial Filing		Safety & Health
Eileen Judy	Forms Requests	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	Savings Bonds
			Staffing
Irene/Judy Irene/Judy	G	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	Student Employment
	Grievance System		Suggestions
Eileen Irene Eileen/Irene/Judy	Garnishments	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	SF-52s
			Special Projects
Eileen Irene Eileen/Irene/Judy	I	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	T
	Identification Cards		Tax Changes
Eileen Irene Eileen/Irene/Judy	Insurance, Health and Life	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	Temporary Employment
			Thrift Savings Plan
Eileen Irene Eileen/Irene/Judy	L	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	Transit Benefit Policy/Program
	Leave Policy		
Eileen Irene Eileen/Irene/Judy	Leave Transfer Program	Eileen Judy Eileen/Irene Eileen Eileen Eileen/Kay/Irene Irene	
	LincPass		
Eileen Eileen/Irene	M	Self Service Eileen/Irene Self Service Erin McDuff	
	Maxi-flex/Hours of Duty		
Eileen Eileen/Irene	Merit Promotion	Self Service Eileen/Irene Self Service Erin McDuff	

V
Eileen/Irene Vacancy Announcements

W
Irene/Judy Worker's Compensation